



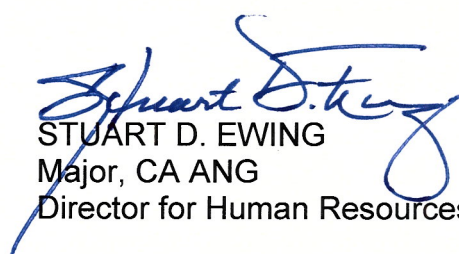
**HUMAN RESOURCES OFFICE  
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

**Number: 10-58**

**10 November 2010**

**Remote Designee Workshop - 2011**

1. The Human Resources Office (HRO) will be presenting its Remote Designee Workshop on 31 January 2011 through 4 February 2011. This is a **mandatory** workshop that all Remote Designees must attend. Please coordinate with your absence from the workplace with your immediate supervisor.
2. Approximately 30 seats are available for the class. Travel days are the day before and after the published dates. All training will be held at the Sacramento Marriot Rancho Cordova, Rancho Cordova, CA 95742. Specific details for the workshop will be published prior to attendance.
3. To attend this vital training, complete a Standard Form (SF) 182, "Authorization, Agreement and Certification of Training." Forward the SF 182 to the HRO, Training and Development Department. Technicians must make travel arrangements through the Defense Travel System (DTS).
4. For questions regarding the course, please contact Ms. Lisa Nagata at (916) 854-3601 or SPC Shawn Brum at (916) 854-4250. Additionally, you may email them at the following link: [NGCAJ1HRO-HRDS@ca.ngb.army.mil](mailto:NGCAJ1HRO-HRDS@ca.ngb.army.mil).

  
STUART D. EWING  
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